


Maryland Judiciary Job Description

	Official Title	Administrative Assistant
	Job Code	1014
	Business Title	Administrative Assistant
	FLSA Status	Non-Exempt

POSITION SUMMARY

This position is an entry level administrative support position, requiring short on-the-job training on office procedures. Performs receptionist duties, processes and tracks basic office paperwork/transactions, files and maintains data/information, and performs basic financial transactions.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Performs receptionist duties, including answering, screening, and routing telephone calls and taking messages. Coordinates meetings, makes arrangements for facilities, and schedules and makes appointments
- Sorts, files, and retrieves correspondence; copies and distributes files, records, reports, documents, and materials. Types basic memorandums, labels, envelopes, etc.
- Receives, opens, sorts and distributes mail, parcels, files, and other materials. Purges files in accordance with established procedures, schedules, or legal requirements. Collects, seals, and stamps mail and arranges for courier service
- Maintains office supplies, forms, and materials; maintains equipment service contracts and schedules routine maintenance
- Receives records from other courts, reviews for further processing and returns records to appropriate court at case resolution (*court-related function only*)
- Assembles records and briefs to distribute to assigned judges (*court-related function only*)
- Performs data entry; tabulates and analyzes records; prepares, proofreads and edits reports and charts and performs simple arithmetical calculations, as needed
- Processes invoices for payment, codes appropriately and performs minor budget reconciliations
- Reviews, completes, codes, processes, and files various forms, applications, and records in accordance with established practices, standards, and time lines and pulls files necessary to support departmental activities
- Performs related work as required

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MINIMUM QUALIFICATIONS

Education and Experience

- A high school diploma (or GED equivalent)
- Two (2) years of related work experience

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Business English, including proper grammar, spelling and punctuation
- Office practices and procedures
- Maryland Judiciary rules and regulations
- Standard business practices in record processing
- Office equipment, including telephones, fax machines, copiers, computers, etc.
- Recordkeeping techniques

Skill in:

- Performing a variety of duties, often changing from one task to another of a different nature
- Computers and applicable software
- Typing on a personal computer
- Attention to detail
- Prioritization
- Organization and time management
- Basic arithmetic

Ability to:

- Meet schedules and deadlines of the work
- Follow oral and written instructions
- Communicate effectively in person, in writing, and via telephone
- Use and maintain alphabetical and numerical filing system
- Use standard office and business equipment including personal computers, word processing, spreadsheets, and database software
- Understand and implement departmental rules, regulations, procedures, and instructions, both oral and written
- Maintain confidentiality
- Accurately prepare and process a variety of reports and documents
- Basic arithmetic calculations and computations accurately

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SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees. Supervisors are responsible for signing performance reviews.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

XWORKING CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works in an office or similar indoor environment.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	July 2015
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